

Abdur Rahman Omar

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✓ Professional Summary

A confident and highly focused individual with 4+ years of diversified experience in local and international recruitment & key accounts management. I have also developed strong interpersonal skills with the ability to communicate at all levels. In my current and previous positions I have been able to build strong relationships with clients and colleagues and have the ability to motivate others. I enjoy working to targets and thrive under pressure. Proficient in recruiting techniques such as social networking, job boards, head hunting etc. and has proactively managed the recruitment of all roles, using both internally and externally sourced candidates.

Key Skills & Achievements:

- Client Handling, Salary Negotiation, Executive Hiring, Interviewing
- Experienced in Volume/Mass Hiring and Niche Skill Hiring
- Proficient in recruiting candidates from all levels Junior Level to Senior Level.
- Excellent experience in technical and non-technical Recruitment.
- Possess excellent communications and interpersonal skills.
- Successfully placed 100+ professionals in various organizations/projects in KSA.
- Achieved renewal rate of 40% & 70% in Q2 & Q3 respectively for mihnati's first year of re-launch.

✓ Working Experience

❖ Manager Key Accounts – Mihnati.com Recruitment Services

Naseeb Networks Inc. - (Jan-2015 – Present)

- Providing optimum level of recruitment support to corporate clients to fulfill their recruitment needs.
- Active / passive CV sourcing from various job boards as well as Social Media (Facebook, LinkedIn).
- Sourcing and shortlisting candidates for various technical and non-technical positions from diverse industry sectors including IT, Engineering, Finance, FMCG, sales and marketing sectors.
- Pre-screen candidates with details phone screens, evaluating candidate's compatibility with specific job requirements, ensuring a right fit prior to submission to client.
- Scheduling Interviews on behalf of clients.
- Posting Job Ads and handling the advert responses by shortlisting the relevant candidates.
- Gathering design and functionality requirements to develop career portals, corporate Facebook pages for client companies.
- Providing Pre and Post Sales Support to customers over emails and phone.
- Creating and maintaining warm & strong client relationship by assisting/training in using Mihnati's products/solutions.
- Obtaining feedback and ensuring renewals.
- Translation of any required material (news, contents, tutorials, articles, promotional material).

❖ Product Support Executive – Mihnati.com/Rozee.pk

Naseeb Networks Inc. - (Jan-2013 – Dec-2014)

- Responding to customer inquiries, complains, questions, and suggestions as per the defined process guidelines.
- Providing Pre and Post Sales Support to customers over emails and phone.
- Active / passive CV sourcing from mihnati.com's database.
- Performing clients/users verification (Companies & individuals).
- Proofreading website's content before publishing.
- Translation of website's contents.
- Translation of any other material required (Policies, resolutions, news, contents, tutorials).

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❖ Executive Admin & Finance

Punjab Rural Support Programme – GAVI Alliance - (Jan-2010 – Jul-2011)

- Enhance and optimize transparency and accuracy in financial transactions and financial reporting.
- Maintenance and compilation of day-to-day financial reports inclusive scrutiny of trial balance.
- Compliance of cash flows, income and expenditure account and balance sheet etc.
- Ensuring timely date entries and edit operation and supervising preparation of bank Reconciliation statements on monthly basis.
- Assisting Project Coordinator for effective monitoring of allocated budget and financial matters.
- Assisted the Project coordinator in preparing training manual and literature for paramedical staff.

❖ Internship / HR

Unilever Pakistan Ltd, HPC Factory, Rahim Yar Khan - (Dec-2007 – Feb-2008)

- Studied and analyzed the existing attendance and payrolls system.
- Analyzed different systems used by other companies of similar capacity.
- Monitored the procurement process of the new systems' equipments.
- Monitored installation and implementation of the new system.
- Participated in a hands-on workshop for the new system.
- Monitored registration of the staff into the new system.

✓ Personal Skills & Strengths

- Multi location recruitment.
- Web-base sourcing & recruitment.
- Relationships Management & Key Accounts.
- Keen reader and dynamic learner.
- Multilingual (Arabic, English, Urdu, Punjabi – Verbal & Written).
- Proficient in Ms Office applications.
- Operating Systems (Windows & Ubuntu).
- Working knowledge of Photoshop & SPSS.

✓ Education

Master of Business Administration <i>Finance & Supply Chain Management</i>	University of Management and Technology, Lahore	2008 - 2009
Bachelor of Business Administration <i>Finance & Management</i>	University of Management and Technology, Lahore	2003 – 2007
General Secondary School Certificate الثانوية العامة – قسم علمي	Al-Qunfithah, Saudi Arabia	2000 - 2002

✓ Conferences & Workshops

- “Service Punch 2014 | The Service Conference” – May – 2014

Pakistan's 1st Customer Care & Service focused conference by Activ8 & PHCF

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- **"The Role of Custom Model in Supply Chain Management" – May - 2012**
One-day workshop by Center for Supply Chain Research (CSCR)-UMT
- **“Suppliers Quality Assurance Supply Chain Perspective” – Dec - 2011**
One-day workshop by Center for Supply Chain Research (CSCR)-UMT
- **“Inco-terms and Import Process” – Oct – 2011**
One-day workshop by Center for Supply Chain Research (CSCR)-UMT
- **“International Conference on Business Development” – March – 2011**
2-day conference by UMT IdeaExchange, HEC & IBA Sukkhar.
- **“Supply Chain Models in Pakistan” – Aug - 2009**
One-day Seminar by Center for Supply Chain Research (CSCR)-UMT
- **“National Conference on Islamic Banking” – Apr - 2009**

✓ References

- Available on Request